

MARYLAND STATE HIGHWAY ADMINISTRATION
OFFICE OF PROCUREMENT AND CONTRACT MANAGEMENT
CONSULTANT SERVICES DIVISION
707 NORTH CALVERT STREET
BALTIMORE, MARYLAND 21202

December 29, 2021

Contract No.: BCS 2021-20
Description: CULTURAL
RESOURCES SERVICES –
STATEWIDE

EXPRESSION OF INTEREST ADDENDUM NO. 1

To All Consultant Candidates:

Please be advised that the Expression of Interest due date for the contract has been changed from **January 5, 2022, by 12:00 PM (NOON).** The Expression of Interest are due on **January 11, 2022, by 12:00 PM (NOON).** Expression of Interests received after the deadline will not be accepted no matter how transmitted and will be returned unopened to the Consultant.

This addendum is being issued on the Advertisement for BCS 2021-20. All prospective Consultants must acknowledge the clarifications, revisions, additions and/or deletions listed below for this Expression of Interest Addendum No. 1 by signing, dating, and attaching this addendum in the front of their Expression of Interest submittal. Failure to attach this signed and dated Addendum No. 1 in the Expression of Interest submittal may result in rejection.

PEN AND INK CHANGES

Please note that the following changes to the BCS 2021-20 Advertisement:

- O1: Page 6, Item B, Item 1 – Part I, Section E:** Key Staff. At least three (3) years of the required years of experience for each individual Key Staff shall be recent experience performed within the last three (3) years.
- C1: Page 6, Item B, Item 1 – Part I, Section E:** Key Staff. At least three (3) years of the required years of experience for each individual Key Staff shall be recent experience performed within the last five (5) years.

CONSULTANT QUESTIONS

The following questions are written Expression of Interest Questions received prior to the deadline of 12:00 pm on December 29, 2021, from consultant candidates. The responses are provided for clarification to all candidate in bold after the questions:

Q1: Would it be possible to extend the due date to the week of January 10th to accommodate schedules of many staff members who will be on PTO over the holidays?

A1: Yes, EOI due date has been changed to January 11, 2022

Q2: Can a Subconsultant project be used as one of the four example projects in Section F of the SF 330?

A2: Yes

Q3: An SF330 typically includes a G. Key Personnel Participation in Example Projects Matrix, but the RFP does not specifically reference this as a required document. Please confirm if respondents should include a Section G in their submittals?

A3: Section G is part of the submittals

Q4: For the inspection and condition surveys of historic structures and development of treatment plans for historic buildings are the services of a licensed historic preservation architect required?

A4: Yes

Q5: Is it acceptable to use an on-call/IDIQ type contract write up describing services and multiple projects for one of the SF 330 Section F project examples?

A5: MDOT SHA uses project examples as method to review past performance on similar work, compatibility of the size of the consultant with the size of the proposed project, and capacity to accomplish the proposed work in the required time per COMAR 21.12.02.05. The consultant must determine what information they submit to meet this criteria.

Q6: Can project examples be used from any key subconsultants or do they have to all be from the prime?

A6: See A2

Q7: In Section B.4 (Part I, Section D) of the solicitation it says the support personnel matrix shall be limited to an 11 x 17 page. Can you confirm we can only submit a single page for the personnel matrix? If so, can you provide guidance on which labor classifications you are most interested in? We have hundreds of staff so want to ensure we appropriately condense things. For example, would having just representative PIs, PMs, Field/Lab Directors, historians, architectural historians, and some specialists (e.g., GIS or lab specialists) be acceptable or do you want a representative sample of all labor classifications to include crew chiefs, field/lab technicians, etc?

A7: Yes, Personnel Matrix shall be limited to an 11x17 page. Please only use classifications that would be applicable for the scope of services.

Q8: For the Personnel Matrix required in Section B. 4 (Part I, Section), do you want subconsultant staff as well as prime staff shown?

A8: Yes, subconsultant staff as well as prime staff should be shown.

Q9: The solicitation indicates firms must be in good standing with the Maryland DAT. Do you want the good standing certificate included in the EOI?

A9: No, good standing certificate is not required to be included in the EOI.

Q10: Do you require any Title VI documentation at this stage that should be included in the EOI?

A10: No additional Title VI documentation is required at the EOI stage.

Q11: Can you confirm that you want the Investment Activities in Iran certification (of not engaging in work or companies in Iran) attached in the EOI?

A11: Yes, the “Certification Regarding Investments in Iran” must be included in the EOI.

Q12: In terms of a certification regarding Israeli nationals or firms do you require a separate statement provided in the EOI?

A12: Only selected firms will be required to comply with the State of Maryland Executive Order 01.01.2017.25 Prohibiting Discriminatory Boycotts of Israel in State Procurement.

Q13: Are there DBE forms you want completed and submitted with the EOI or will that occur at a later stage, if shortlisted/selected? If no forms, do you want a separate sheet with the required DBE information (Name, address, proposal work, % of work, certification #, and NAICS codes or is there a section of the SF330 you would like it inserted?

A13: No additional DBE forms are required at the EOI stage, this will occur at a later stage. Each DBE must be listed in Section C-11 of SF 330, with all applicable information.

Q14: Do you need Part II General Qualification sheets for all firms, or just the prime?

A14: Yes, Part II General Qualification sheets are required for all firms.

Q15: Is SF 330 version July 2021 acceptable or do you prefer an earlier version?

A15: July 2021 version is preferred but an earlier version is acceptable

Q16: RFP Page 6, Section B. One (1) SF 330, subsection 1. states "...At least three (3) years of the required years of experience for each individual Key Staff shall be recent experience

performed within the last three (3) years." However, the individual key staff requirements also require a minimum of 5 years of experience within a specific area. Can you confirm that the key staff resumes can include projects beyond the past three years in order to highlight their full qualifications?

A16: See C1

Q17: The July 2021 SF330 format has some issues in terms of fillable areas. Is it acceptable to use an earlier version of the SF330?

A17: See A15

Q18: On page 6 of the RFP, it states that Key Staff 1 will also serve as the Project Manager and Primary Liaison. Will you allow any of the other Key Staff (2, 3, or 4) to be the Project Manager/Primary Liaison instead?

A18: No, the Key staff 1 is the Project Manager and Primary Liaison.

Q19: Are SF 330 Part II's required for subconsultants?

A19: See A14

Q20: Should the Certification Regarding Investments in Iran form be submitted with the Expression of Interest?

A20: See A11

Q21: The subject RFP states, "SF 330 Forms are to be completed without any changes to the electronic format." However, the GSA electronic fillable PDF format does not meet the other format requirements in the RFP (for example, Times New Roman, 11 pt, 1-inch margins, additional pages for each project). Are we allowed to create our own SF 330 in MS Word that includes all the fields in the GSA PDF but gives us the flexibility to meet the RFP format requirements?

A21: Please see section IV.B. (Please note that U.S. Government forms are to be completed with standard size typing and are not to be photo reduced. Computer-generated forms are acceptable; however, the format and spacing must not be altered.)

Q22: Consultant's General Liability, Professional Liability, Workers' Compensation and Automobile Liability policies contain a number of exclusions that are standard in such insurance policies and in line with current ISO policy terms and conditions. Regarding the requirement under IV(C)(2), can MDDOT please provide specific exclusion of interest so that the Consultant can submit the pertinent policy pages in its proposal?

A22: MDOT SHA is not asking for the entire policies. Please submit a current certificate of insurance as outline in section IV.C.2.

Q23: Consultant's General Liability, Professional Liability, Workers' Compensation and Automobile Liability policies contain a number of exclusions that are standard in such insurance policies and in line with current ISO policy terms and conditions. Regarding the requirement under IV(C)(2), can MDDOT please provide specific exclusion of interest so that the Consultant can submit the pertinent policy pages in its proposal?

A23: Please see A22 above.

Q24: Since we are still awaiting responses to questions and we are heading into the holidays and our DBE subconsultants have limited availability during the holidays, would MDOT SHA consider pushing the due date back a week to January 11, 2022?

A24: See A1

Q25: Would it be possible to extend the due date to the week of January 10th to accommodate schedules of many staff members who will be on PTO over the holidays?

A25: See A1

Q26: Should the proposal be formatted with a title page and table of contents?

A26: Yes

Q27: Should MDOT certification letters be submitted as part of the DBE propositions? In a separate section after the letter of Interest?

A27: No

Q28: To add a second page to a project example, should we repeat the SF 330 section F form with page numbers 1 and 2 noted?

A28: That would be acceptable

Q29: For the individual file submittals, should each section of the SF 330 form be submitted as a separate pdf file?

A29: All individual files can be submitted in a compressed/zip file

THE SIGNED ADDENDUM MUST BE INCLUDED IN THE EOI PROPOSAL IN FRONT OF THE TRANSMITTAL LETTER.

For

Alex Webb
Jada J Wright, Director,
Office of Procurement and
Contract Management

December 29, 2021

Date

Acknowledgement of Receipt of Addendum No. 1 for BCS 2021-20:

_____	_____	_____	_____
(Company)	(Signature-Authorized Official)	Title	Date

General questions relating to this Addendum No. 1 may be directed to OPCM@mdot.maryland.gov . The time period for questions has expired; therefore, no additional questions will be accepted or answered by MDOT SHA.